

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

GRANTS ACCOUNTANT

Role Title: Financial Services Specialist I

Position # 00802

Pay Band 4, Level III Hiring Range: \$31,979 - \$58,347

Closing Date: **March 24, 2014**

Exciting opportunity in the Fiscal and Purchases Division to manage cash activities for federal grant awards totaling approximately \$3.7 billion per year. This position participates in the preparation of federal and state reports to ensure compliance with Comptroller's Directives and federal regulations related to grants and cash management, including the Cash Management Improvement Act of 1990 (CMIA). The successful candidate must have practical knowledge of generally accepted accounting principles (GAAP), as well as, working knowledge with automated accounting systems, such as the Commonwealth Accounting and Reporting System (CARS), Oracle Government Financials (Oracle), or similar batch type mainframe systems. Requires demonstrated expert use of the PC including word processing and spreadsheet software applications. Requires proficient problem solving skills and demonstrated ability to analyze financial data and prepare comprehensive reports. Must be able to manage multiple priorities to meet stringent deadlines, work independently with a heightened attention to detail, and adapt readily to a changing environment. Demonstrated ability to communicate orally and in writing with internal and external customers is required. Degree with either a major study in Accounting, Finance, or Certificate in Accounting is strongly preferred; CPA license may be substituted in place of a Degree or Certification in Accounting.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for complete state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA